

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: 007

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: 1

Location: Milford, MA

Internship Track:
Data Analyst Reentry Division

Hours/Schedule:
Flexible Business Hours

Duration: Full Semester

Position Description: This track is designed to provide an intern with direct experience in developing applications to assist the field with Reentry planning. The intern will work with Program Coordinators and subject matter experts to develop a MS Access Database that includes various community resources and can be queried into a report based on the needs of the user. Interns will be using proven MS Access skills and SQL skills.

Responsibilities/Major Duties: Develop a MS Access Database that includes various resources within each community in Massachusetts, with functions that allow the user to select applicable resources and develop a report that can be provided to an inmate upon release to supplement Reentry planning.

Preferred Qualifications: Intern applicants must have related academic background in statistical analysis, SQL, MS Access, and analytical writing skills. Lastly, the applicant should possess excellent Microsoft Office skills, interpersonal skills, understands working with confidential information, has proven graphics skills and enjoys working in a team environment.

HOW TO APPLY**Mail Internship Application to:**

Monserate Quinones
50 Maple Street
Milford, MA 01757
Fax: (508)-422-3624

For additional information or questions, please contact:

Monserate Quiñones at (508) 422-3646 or email at Monserate.Quinones@state.ma.us

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**